Team Charter & Working Agreement

Team Members & Roles

Describe each member's role, primary responsibilities, backups/rotation plan, and contact info.

Given the small size of our team, we have decided not to elect a single leader, instead we will all take equal responsibility to make sure we are all working effectively.

Quinn:

Primary Responsibilities:
TrackIR control implementation, building physics/destruction, feature implementation,

Contact Information:
rothq@oregonstate.edu

Ryan:

Primary Responsibilities:
Sound Design, Basic 3D models, Implementing features.

Contact Information:
waltemry@oregonstate.edu

Pranav:

Primary Responsibilities:
Scripting for enemy behavior & scores being updated

Contact Information:
kulkarnp@oregonstate.edu

Elliot:

Primary Responsibilities:
2D art, UI, animation, feature implementation

Contact Information:
ousleye@oregonstate.edu

Decision-Making Model

State how decisions are made (e.g., consent/majority), quorum, tie-break rules, and which decisions need instructor/partner input.

Our team will operate on a majority-rules basis for most technical and project-management decisions. A decision can be made if a quorum of at least three out of four members are present.
Decisions regarding core project scope changes require unanimous agreement and require partner input.

Owner: All Team Members
Review By: November 30, 2025

Meeting Cadence & Tools

List recurring meetings (purpose, length, when/where), required tools (repo, tracker, chat, CI), and response-time expectations.

Recurring Meetings:
- Weekly Meeting with Project Partner on Wednesdays for 30 minutes (3:30 PM PST).
- Bi-Weekly meetings with TA on every other Friday for 15 minutes (11:45 AM PST).
- Ad-Hoc meetings will be scheduled as needed.

Code Repository: [GitHub](#)

Issue Tracker: [GitHub Issues](#)

Chat: Discord (expected response time: within 12 hours on weekdays)

CI: GitHub

Owner: All Team Members
By: November 30, 2025

Risk Management & Escalation Path

Identify top risks, early warning indicators, and who escalates to whom with timelines and evidence to provide.

Risk	Description	Early Warning Indicators
Scope Creep	Attempting to add too many features before the working prototype deadline.	Discussing new features before the current features are fully implemented.
Merge Conflicts	Multiple members working in the same Unity scene can cause version control issues.	Members hesitate to commit because they are unsure which version is correct. Unity Scenes start glitching.
Performance Issues	Many physics objects may cause performance issues on lower-end computers.	Starting to notice some frame dropping when testing
3D Assets	Sourcing/making 3D models could cause delays or not meet our quality standards.	Waiting for 3D models before implementing features.

If anyone on our team sees any warning indicators, they will be brought up in the team Discord. If necessary, we will escalate to the project manager, Ryan Mann, for guidance.

Conflict Resolution & Accountability

Define triggers, stepwise restorative actions, timelines, and how objective evidence (PRs, reviews, attendance) will be used.

Trigger: A team member feels a conflict is hindering progress, or a member misses a key deliverable without communication.

Step 1 (24 Hours): The involved members will engage in a direct, one-on-one conversation to resolve the issue.

Step 2 (48 Hours): If unresolved, the entire team will meet to discuss the issue using objective evidence (e.g., PR comments, commit history, meeting attendance).

Step 3 (72 Hours): If the conflict persists, the matter will be escalated to the TA with documented evidence from the previous steps.

Owner: All Team Members
By: November 30, 2025

Definition of Done (DoD) & Quality Gates

Enumerate required checks before merge (tests, code review, security/static analysis, docs updates) and name the enforcing CI jobs.

All new code is submitted using a Pull Request (PR). Pull requests include detailed descriptions of changes/additions and include reasoning.

The PR has been reviewed and approved by at least one other team member. Any questions, concerns, or recommendations made by the reviewer must be addressed.

The PR can then be merged to the main branch.

Owner: All Team Members
By: November 30, 2025

Accessibility & Inclusion Practices

Specify meeting norms (time zones, turn-taking, note-taking), accommodation process, and how barriers will be surfaced/addressed.

Meeting Norms: Show up on time or communicate if you will be late or missing beforehand. Be prepared with questions or to talk about your progress.

Note Taking: Partner meeting notes will be taken by Elliot, put in team Discord forum.
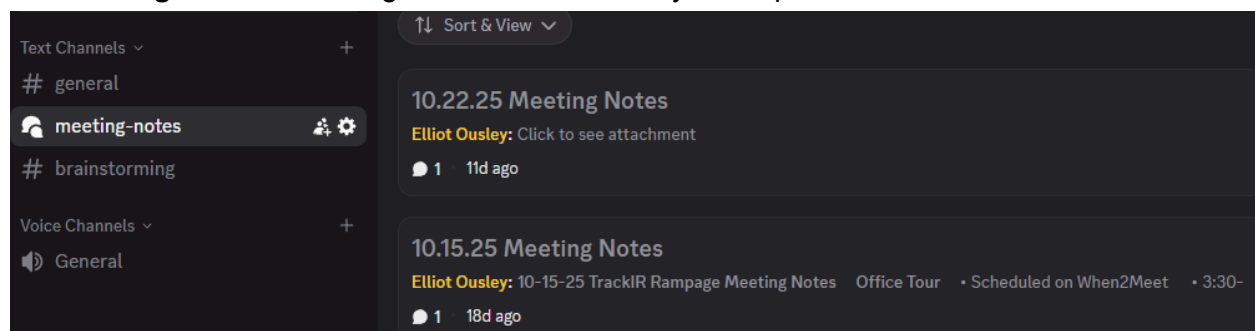
Barriers: When barriers are encountered, we will notify other team members through the Discord. If they cannot be solved through text, we will hold a meeting to discuss.

Owner: All Team Members
By: November 30, 2025

Policy Owners & Review Dates

Assign an owner and next review date for each section; explain how updates are proposed and approved.

Updates will be discussed during a team meeting and will require unanimous approval.

Individual Contributions

Quinn:

Enumerate required checks before merge (tests, code review, security/static analysis, docs updates) and name the enforcing CI jobs.

Quinn Roth

All new code is submitted using a Pull Request (PR). Pull requests include detailed descriptions of changes/additions and include reasoning.

The PR has been reviewed and approved by at least one other team member. Any questions, concerns, or recommendations made by the reviewer must be addressed.

The PR can then be merged to the main branch.

Accessibility & Inclusion Practices

Specify meeting norms (time zones, turn-taking, note-taking), accommodation process, and how barriers will be surfaced/addressed.
Meeting Norms: Show up on time or communicate if you will be late or missing beforehand. Be prepared with questions or to talk about your progress.

Ryan: Made the doc, worked on risks and small formatting stuff.

Ryan D Waltemate (you)
waltemry@oregonstate.edu   Owner

~~Our team has yet to identify any risks. In the event that we do, it will be brought up in the team Discord. If necessary, we will escalate to the project manager.~~

Ryan D Waltemate

Risk	Description	Early Warning Indicators
Scope Creep	Attempting to add too many features before the working prototype deadline.	Discussing new features before the current features are fully implemented.
Merge Conflicts	Multiple members working in the same Unity scene can cause version control issues.	Members hesitate to commit because they are unsure which version is correct. Unity Scenes start glitching.
Performance Issues	Many physics objects may cause performance issues on lower-end computers.	Starting to notice some frame dropping when testing
3D Assets	Sourcing/making 3D models could cause delays or not meet our quality standards.	Waiting for 3D models before implementing features.

If anyone on our team sees any warning indicators, they will be brought up in the team Discord. If necessary, we will escalate to the project manager.

Pranav: Worked on parts of the following for the Team Charter: Decision-Making, Model Meeting Cadence & Tools, and Conflict Resolution & Accountability.

Meeting Cadence & Tools

List recurring meetings (purpose, length, when/where), required tools (repo, tracker, chat, CI), and response-time expectations.
Weekly Meeting with Project Partner on Wednesdays for 30 minutes (3:30 PM)
Ad-Hoc meetings will be scheduled as needed.

Code Repository: GitHub

Issue Tracker: GitHub Issues

Chat: Discord (expected response time: within 12 hours on weekdays)

CI: GitHub

Owner: Enter Name By: November 30, 2025

Decision-Making Model

State how decisions are made (e.g., co `Pranav Kulkarni`), quorum, tie-break rules, and which decisions need instructor/partner input.
Our team will operate on a majority-rules basis for most technical and project-management decisions. A decision can be made if a quorum of at least three out of four members are present. Decisions regarding core project scope changes require unanimous agreement.
Owner: All Team Members Review By: November 30, 2025

Conflict Resolution & Accountability

Define triggers, stepwise restorative actions, timelines, and how objective evidence (PRs, `Pranav Kulkarni` dance) will be used.
Trigger: A team member feels a conflict is hindering progress, or a member misses a key deliverable without communication.
Step 1 (24 Hours): The involved members will engage in a direct, one-on-one conversation to resolve the issue.

Step 2 (48 Hours): If unresolved, the entire team will meet to discuss the issue using objective evidence (e.g., PR comments, commit history, meeting attendance).

Step 3 (72 Hours): If the conflict persists, the matter will be escalated to the TA with documented evidence from the previous steps.

Owner: Enter Name By: November 30, 2025

Elliot:

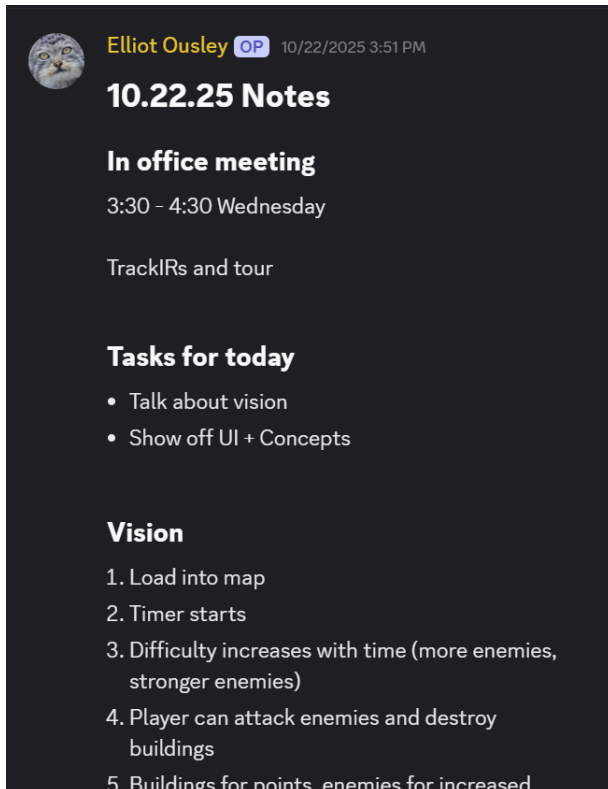|			
Updated CONTRIBUTING.md QuinnRoth authored 3 minutes ago	Verified	921a93c	
Created Contributing Guide 🔤 ElliotOusley authored 1 hour ago	Verified	3c1aa8b	

Links & Artifacts

Link to meeting agenda/notes template, CI dashboard, linter/formatter config, and any external docs referenced.

https://github.com/TrackIR/Game-Rampage/blob/main/CONTRIBUTING.md